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**From:** Saunders, Della (DPH)  
**Sent:** Thursday, December 16, 2010 11:28 AM  
**To:** Corbett, Kate (DPH); Feiden, Stacey (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Sprague, Shirley (DPH); Tan, Zhi (DPH); Tran, Mai (DPH)  
**Subject:** FW: Holiday time  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Della Saunders  
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Drug Analysis Laboratory Room 363  
*William A. Hinton State Laboratory Institute*  
305 South Street  
Jamaica Plain, MA. 02130  
617-983-6632 phone  
617-983-6625 fax

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**From:** Nassif, Julianne (DPH)  
**Sent:** Tuesday, December 14, 2010 10:53 AM  
**To:** Saunders, Della (DPH)  
**Subject:** FW: Holiday time

fyi

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**From:** Borne, Deborah (DPH)  
**Sent:** Tuesday, December 14, 2010 9:11 AM  
**To:** Alfonso, Felipe (DPH); Clemmer, Jill (DPH); Gillis, John (DPH); Gu, Jane X. (DPH); Hannon, Bruce (DPH); Hunt, Thuy (DPH); Jacobsen, Patricia (DPH); Jenner, Jennifer (DPH); Kane, Peter (POL); Katuramu, Patrick (DPH); Madden, Mary (DPH); Noddin, Linwood (DPH); Ogbue, Ngozi (DPH); Rubin, Alan (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** Holiday time

What to put on the time sheet

The holiday is Friday, so if you work put on the time sheet HWC (holiday work comp) then if you take off Monday it is CIH (Comp in lieu of holiday).

- If you do not work 12/24/2010 put on the time sheet HLN
- If you do work 12/24/10 put on the time sheet HWC
- If you take off Monday put on the time sheet CIH

The same goes for New Years.

- If you do not work 12/31/2010 put on the time sheet HLN
- If you do work 12/31/10 put on the time sheet HWC

- If you take off Monday put on the time sheet CIH

*Deborah Borne*

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